



CITY OF BEAVERTON
Community Development Department
Planning Division
4755 SW Griffith Drive
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-3720
www.beavertonoregon.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEE PAID: _____ **CHECK/CASH:** _____
SUBMITTED: _____ **LWI DESIG:** _____
LAND USE DESIG: _____ **NAC:** _____

DEVELOPMENT APPLICATION- TEMPORARY USE REAL ESTATE OFFICE

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____
SIGNATURE: _____ **CONTACT:** _____

(Original Signature Required)

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

BUSINESS NAME: _____

ASSESSOR'S MAP & TAX LOT # **LOT SIZE** **ZONING DISTRICT**

EXISTING USE OF SITE: _____

**NAME OF ASSOCIATED SUBDIVISION OR
DEVELOPMENT:** _____



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TEMPORARY USE

TEMPORARY REAL ESTATE OFFICE SUBMITTAL CHECKLIST

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed copy** of this one page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project. In the written statement, please provide:
- ☐ Individual findings specifically addressing how and why the proposal satisfies each of the criterions within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
 - ☐ Length of time the structure(s) are proposed to remain on site.
 - ☐ Type of building(s) to be used.
 - ☐ Detailed description of the proposed use.
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton
- ☐ **F. SITE PLAN:** Submit **three (3) copies** of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
- ☐ property lines
 - ☐ vision clearance areas
 - ☐ proposed sales area or building
 - ☐ existing buildings on site
 - ☐ surrounding development adjacent to the proposed use
 - ☐ existing and proposed parking areas and their access
- ☐ **G. CONSTRUCTION PERMIT.** Provide **one (1) copy** of current construction permit for the permanent development.

I have provided all the items required by this one (1) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Telephone Number

Signature

Date



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TYPE 1 TEMPORARY REAL ESTATE OFFICE - APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Temporary Real Estate Office shall address compliance with all of the following Approval Criteria as specified in 40.80.15.4.C.1-10 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Temporary Real Estate Office application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. The applicant, if different from the property owner, has written permission from the property owner to utilize the property for a Temporary Real Estate Office.
- ☐ 5. The Temporary Real Estate Office is located within the boundaries of the residential development.
- ☐ 6. The property used for the Temporary Real Estate Office shall not be permanently improved for that purpose.
- ☐ 7. The property used for the Temporary Real Estate Office shall be within close proximity to an arterial or collector or as acceptable to the City Engineer.
- ☐ 8. All streets shall be curbed and paved (with a minimum first lift of asphalt or cement concrete) to the property used for the Temporary Real Estate Office.
- ☐ 9. No connection of the Temporary Real Estate Office to any water, sanitary or storm sewer utility shall be allowed unless the system(s) are deemed substantially compete
- ☐ 10. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.